




# COUNTY OFFICIAL TRAINING – VENDOR TRAINING PROCESS

Clerks Spring Conference  
June 11<sup>th</sup>, 2014

## BACKGROUND

- Indiana General Assembly passed SEA 147 during the 2012 session to establish training requirements for county auditors.
  - Legislation (HEA 1333) amended training sections with technical corrections and inclusion of registered land surveyors.
  - Training courses are developed by the Association of Indiana Counties and approved by the State Board of Accounts
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## OFFICES THAT HAVE REQUIRED TRAINING

- Recorder, Clerk, Surveyors (including registered land surveyors), Auditors, Treasurers, Assessors and Coroners.
- IC 36-2-9-2.5 requires an individual elected to the office of county auditor *on or after* November 6, 2012 to complete at least:
  1. Fifteen (15) hours of training courses within one (1) year; and
  2. Forty (40) hours of training courses within three (3) years after beginning the auditor's term
- Individuals appointed to fill an elected office to take approved training courses and have access to the training fund.

## TRAINING COURSES – STATE OF INDIANA

Course	Hours
○ SBoA Newly Elected Clerk Training	6
○ SBoA Annual Clerks Conference (15 hours/year)	45
○ SoS Train the Trainer (2 - 4hour sessions)	12
○ BMV Conference (6 hours/year)	24
○ Child Support Bureau (9 hours/year)	27
○ Annual Election Administrator Conference (12 hours /year)	36
○ Voter Registration Meetings	6
○ Court Administration Regional Meetings	3

## 2014 TRAINING COURSES – AIC

Course	Hours
○ AIC Newly Elected Officials (NEO) Training	6
○ AIC Annual Conference Affiliate Meeting (3 hours/year)	9
○ AIC Institute (formerly DIPLOMA) Core Courses <ul style="list-style-type: none"> <li>• Budget &amp; Finance Level 1; Legal &amp; Ethical Issues; and Human Resources</li> </ul>	15
○ AIC Institute Electives <ul style="list-style-type: none"> <li>• Record Preservation and Public Access</li> </ul>	5

## TRAINING COURSES – OTHER

Course	Hours
○ Clerk District Meetings (12 hrs/year)	36
○ NACRC Annual Conference (9 hrs/ year)	27
○ Passport Authority (6 hrs/year)	24
○ Vendor Training	TBD
○ TOTAL COURSE HOURS AVAILABLE:	281
○ TOTAL COURSE HOURS REQUIRED (WITHIN 3 YEARS OF BEGINNING TERM):	40

## VENDOR TRAINING

- Must be a certified course of county official training fund reimbursement.
- Vendors submit any potential training opportunities for certification by AIC annual conference – usually late September.
- AIC training committee will review submitted classes and forward proposed courses to SBoA for certification.
- SBoA reviews and certifies courses for each office by November 1.
- Course schedule, include vender training, begins January 1.

## AIC TRAINING COMMITTEE

- Chaired by member of AIC Executive Committee (Jane Grove, Randolph County Treasurer)
- One Member Appointed by President of each affiliate association:
  - Auditors
  - Treasurers
  - Clerks
  - Recorders
  - Surveyors
  - Assessors
  - Coroners
  - Council
  - Commissioners

## TRAINING REQUIREMENT DISCLOSURE

- New legislation - HEA 1318
- Effective - 2016 Elections
- On candidate forms, candidates will check box that they are aware that the office they are filing to fill requires post-election training.



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